

**U.S. DEPARTMENT OF JUSTICE  
UNITED STATES ATTORNEY'S OFFICE, EASTERN DISTRICT OF VIRGINIA  
THREE VOLUNTEER/WORK-STUDY LEGAL INTERN POSITIONS**

The mission of the United States Attorney's Office for the Eastern District of Virginia is to enforce federal law and defend the United States, consistent with the priorities of the Attorney General and the United States Attorney, recognizing the value and dignity of all people and the importance of strong relationships with the members of the judicial and law enforcement communities.

**POSITION LOCATION(S):** Alexandria, VA

**QUALIFICATIONS:** First-year (second semester), second- and third-year law students. Must be a U.S. citizen and maintain a grade point average of 2.5 or higher. It is the policy of the U.S. Attorney's Office to require that a security clearance be conducted on all applicants who are hired. Therefore, it is imperative that all security forms be completed and returned in a timely fashion. No applications will be accepted before or after the time frames announced below. Students should contact their law school for specific intern or work-study requirements prior to applying for such a position.

**DATE POSITION(S) AVAILABLE:** Spring Program: January – May  
Summer Program: June – August  
Fall Program: September – December

**ASSIGNMENTS:** Responsible for assisting attorneys with all facets of case preparation including: researching legal issues, drafting/writing motions and responses and various pleadings, providing trial support to attorneys, and interviewing witnesses.

**SALARY:** Volunteer (without compensation) or work-study credit.

**APPLICATION PROCEDURES:** Please submit a cover letter, resume, and an official law school transcript to:  
U.S. Department of Justice  
United States Attorney's Office  
2100 Jamieson Avenue  
Alexandria, VA 22314  
ATTN: Kathleen Kahoe

**APPLICATION DEADLINE:** Spring Program: August 1<sup>st</sup> to September 1<sup>st</sup>  
Summer Program: January 1<sup>st</sup> to February 20<sup>th</sup>  
Fall Program: April 1<sup>st</sup> to May 1<sup>st</sup>

**WEB SITE:** [www.usdoj.gov/usao/vae](http://www.usdoj.gov/usao/vae)

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.